

14 FAH-3 H-330 REQUIRED TRAINING COURSES FOR CIVIL SERVICE PERSONNEL

*(CT:AQM-1; 11-29-2005)
(Office of Origin: A/OPE)*

14 FAH-3 H-331 INTRODUCTION

(CT:AQM-1; 11-29-2005)

There are three levels of training requirements, as described below, for GS-1102 personnel and employees in other Civil Service classification series who perform contracts or simplified acquisition for 50% or more of their time. Employees who spend less than 50% of their time on contracts or simplified acquisition should contact the Office of the Procurement Executive (A/OPE) for guidance. Each course must be completed with at least a passing grade. Equivalency training for courses not listed below will be considered by A/OPE on a case-by-case basis. For example, one 3-semester or 4-quarter hour credit course at a college or university on an acquisition topic is considered equivalent to 40 training hours. In addition, A/OPE may approve fulfillment of required courses by alternate methods. Course durations listed below are minimum requirements, and must be supplemented by the training described in 14 FAH-3 H-356 to maintain current knowledge and skills.

14 FAH-3 H-332 LEVEL I: ENTRY-LEVEL/ STANDARD SIMPLIFIED ACQUISITION

(CT:AQM-1; 11-29-2005)

Level I encompasses GS-1102, grade GS-05 through GS-08 employees who normally manage simplified acquisitions not exceeding \$100,000 and delivery orders issued against existing contracts. This training requirement is designed to establish basic qualifications and expertise in simplified acquisition procedures: Simplified Acquisition (40 hours or five class days) or Defense Acquisition University (DAU) CON 237 - Simplified Acquisition Procedures (Web-enabled).

14 FAH-3 H-333 LEVEL II: INTERMEDIATE LEVEL

(CT:AQM-1; 11-29-2005)

Level II encompasses GS-1102, grade GS-09 through GS-12 employees who normally manage simplified acquisition of commercial items up through \$5,000,000 during the pilot test authorized by Federal Acquisition Regulation (FAR) Subpart 13.5, and noncomplex contracts for noncommercial items generally of \$500,000 or less, including options. These training requirements are designed to establish basic and intermediate qualifications and expertise for noncomplex acquisition:

- (1) Simplified Acquisition (40 hours or five class days) or Defense Acquisition University (DAU) CON 237 - Simplified Acquisition Procedures (Web-enabled);
- (2) Commercial items (16 hours or two class days);
- (3) Contracting Basics (approximately 140 hours or 17 class days) or equivalent. DAU CON 100 – Shaping Smart Business Arrangements, CON 110 – Mission Support Planning (Web-enabled), CON 111 – Mission Strategy (Web-enabled), and CON 112 – Mission Performance Assessment (Web-enabled), collectively meet this requirement. Other courses such as Procurement Planning, Contract Formation, and Basic Contract Administration, collectively, are also considered equivalent;
- (4) Cost or Price Analysis (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting;
- (5) Negotiation Techniques (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting; and
- (6) Government Contract Law (40 hours or five class days) or equivalent, such as DAU CON 210 – Government Contract Law.

Total training hours for Level II: 316.

14 FAH-3 H-334 LEVEL III: SENIOR LEVEL

(CT:AQM-1; 11-29-2005)

Level III encompasses GS-1102, grade GS-13 and higher employees who, in addition to Level II duties, manage complex contracts for noncommercial items exceeding \$500,000, or commercial items exceeding \$5,000,000, including options. The following training requirements are designed to provide greater depth of knowledge and specialization in more complex

acquisitions:

- (1) Simplified Acquisition (40 hours or five class days) or Defense Acquisition University (DAU) CON 237 - Simplified Acquisition Procedures (Web-enabled);
- (2) Commercial items (16 hours or two class days);
- (3) Contracting Basics (approximately 140 hours or 17 class days) or equivalent, DAU CON 100 – Shaping Smart Business Arrangements, CON 110 – Mission Support Planning (Web-enabled), CON 111 – Mission Strategy (Web-enabled), and CON 112 – Mission Performance Assessment (Web-enabled), collectively, are also considered equivalent;
- (4) Cost or Price Analysis (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting;
- (5) Negotiation Techniques (40 hours or five class days) or equivalent, such as DAU CON 120 – Mission-Focused Contracting;
- (6) Government Contract Law (40 hours or five class days) or equivalent, such as DAU CON 210 – Government Contract Law;
- (7) DAU CON 202 - Intermediate Contracting (80 hours or 10 class days); or DAU CON 204 - Intermediate Contract Pricing (80 hours or 10 class days) or equivalent, plus a 40-hour or five-day class course on a topic relevant to the employee's job such as Source Selection or Contracting for Services (for a total of 120 hours or 15 class days); and
- (8) A minimum of 40 hours or five class days in a specialized course in a topical area such as Acquisition of Information Technology Resources, DAU IRM 101 - Basic Information Systems Acquisition (Web-enabled), or DAU IRM 201 - Intermediate Information Systems Acquisition for employees conducting information technology acquisitions; Architect-Engineer Contracting for employees awarding architect/engineer (A/E) contracts; or Construction Contracting for employees awarding construction contracts.

Total training hours for Level III: 476.

14 FAH-3 H-335 CERTIFICATION

(CT:AQM-1; 11-29-2005)

Certification is the process by which the head of the contracting activity (HCA) determines that an employee meets the mandatory training requirements established for the level that an individual occupies. Upon

determination that an employee has completed all training for a specific level, the head of the contracting activity (HCA) should submit certification of completion to the Office of the Procurement Executive (A/OPE). A/OPE will issue a formal certificate to the employee, signed by the Procurement Executive. A/OPE will perform periodic reviews to assess whether certification is being achieved.

14 FAH-3 H-336 MANAGEMENT TRAINING

(CT:AQM-1; 11-29-2005)

Contracting personnel at Level III are also encouraged to attend training to further develop their management skills, such as Defense Acquisition University (DAU) CON 333 - Management for Contracting Supervisors (five class days), or DAU CON 301 - Executive Contracting (five class days), in addition to acquisition training, because professional contract management requires both management and technical skills.

14 FAH-3 H-337 NEEDED TRAINING

(CT:AQM-1; 11-29-2005)

A current Civil Service employee who does not meet the training requirements listed above may be permitted up to three years to complete mandatory courses provided that the employee has an Individual Development Plan (IDP) in place which schedules the required training.

14 FAH-3 H-338 AND H-339 UNASSIGNED